

OCA's Public Safety Report System Checklist

Are You Ready for April 1st?

Questions	Reason	More Information
Does your entity have an Originating Agency Number (ORI) number?	ORI number is a federal designation that provides agencies access to the National Law Enforcement Telecommunications System (NLETS) and, in Texas, the Texas Law Enforcement Telecommunications System (TLETS).	ORI and TLETS Access https://www.txcourts.gov/programs-services/public-safety-report-system/originating-agency-numbers-ori-and-tlets-access/
Do you have/need a TLETS user ID?	Users who will query TLETS through the Public Safety Report System to receive criminal history will need a TLETS user ID.	ORI and TLETS Access
Has your entity/jurisdiction identified a Local Administrative User for the Public Safety Report system?	PSRS local administrative users are responsible for granting access and assigning user rights to all end users in the system.	PSRS Info and Resources https://txcourts.gov/program-s-services/public-safety-report-system/psrs-information-and-resources/
Has your entity/jurisdiction identified system end users for the Public Safety Report System?	The system end users' access will be assigned by the local administrative user. End users can have access to TLETS or be assigned for data entry purposes only.	PSRS Info and Resources
Have you completed your TLETS Mobile Access Certification (8-hour training) through DPS? *Note: Only users who will be pulling criminal history information in the PSRS will need this certification.	All users who will be querying TLETS through the PSRS to pull criminal history information on a defendant must have a current TLETS Mobile Access Certification. Certification is granted by the Department of Public Safety (DPS) after completion of the 8-hr training. New users have a 6-month grace period to complete the 8-hour training from the date they received TLETS access.	ORI and TLETS Access Questions about the TLETS access trainings and certifications, or to verify if your current certification is still valid, contact DPS via email at: TCIC.Training@DPS.Texas.gov

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<p>Have you completed your Criminal Justice Practitioner (CJP) online course (2 hour-training)?</p> <p>*Note: These individuals do not need to complete the 8-hour TLETS Mobile Access Certification.</p>	<p>Individuals who will ONLY access hard or electronic copies of criminal history information from TLETS will be required to have this certification.</p>	<p>ORI and TLETS Access</p> <p>Questions about the TLETS access trainings and certifications, or to verify if your current certification is still valid, contact DPS via email at: TCIC.Training@DPS.Texas.gov</p>
<p>Have you completed PSRS Training User Registration form for your jurisdiction/ORI?</p>	<p>Automon (contracted vendor providing the PSRS) will begin live virtual trainings on the PSRS' functionality and navigation. Training sessions will be provided from 3/21-3/31.</p>	<p>Courts Link</p> <p>Law Enforcement Link</p>
<p>Magistrate's Duties Training (Coming Soon)</p>	<p>Judicial officers who perform magistrations after April 1, 2022, will be required to take the 8-hour training course no later than December 1, 2022.</p> <p>The four judicial education entities (Texas Justice Court Training Center, the Texas Municipal Courts Education Center, the Texas Association of Counties, and the Texas Center for the Judiciary) are finalizing their respective training courses and will soon release a full schedule of when they will be offered, both in-person and online.</p>	